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U.S. DEPT. OF AGR. ADJUST. ADMIN.

Instructions To County Supervisor

A SURVEY TO DETERMINE THE NET DISPLACEMENT AND CHANGE IN STATUS, DUE TO THE COTTON PRODUCTION PROGRAM, OF TENANTS ON RELIEF AND REHABILITATION ROLLS.

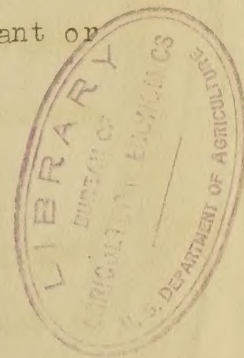
Purpose of Survey

The purpose of this survey is to determine the net displacement of tenants and share croppers now on relief and rural rehabilitation rolls, due to the cotton reduction program, and to find out the extent to which there have been violations of the provisions of the Cotton Reduction Contract, relating to the lowering of the status of tenants.

Attention is called to the fact that this survey is being made for the definite purpose of determining the actual facts, and it is necessary for all persons connected with the work of making this survey to enter into it with open minds and not with the idea of attempting to prove certain things which they may believe to be true. The persons engaged in this work cannot champion the cause of either the tenant or the landlord. Their work must be absolutely unbiased.

General Procedure To Be Followed By County Supervisors

1. Arrangements are being made with the State Emergency Relief Administration to secure competent clerical help from people who are on relief rolls. It is important to select people as far as possible who have a high school or business college education, who write a clear, legible hand, and who are accurate in their work.



2. The Tenant Schedule will be filled in by the clerical personnel from individual case records on file at County Relief headquarters. It is the duty of the County Supervisor to see that this abstracting of records is performed accurately.

3. If the relief records show that the individual concerned was a tenant on a farm in 1933 or in 1934, a Tenant Schedule should be made out on his case. No schedule should be filled out if a man was not a tenant or share cropper in 1933 or 1934.

4. This survey is concerned only with cases of tenants who were living on farms in 1933 or 1934. The records of any other tenants which may have been abstracted by the clerical group should be eliminated. The landlord's name as given by the tenant's case record should be checked with records in the County Agent's Office to see if the landlord involved signed a 1934-35 Cotton Reduction Contract. The Agricultural Adjustment Administration contract number should be entered on the Tenant Schedule in the upper right hand corner. This will facilitate future reference which may be found desirable. Tenant Schedules not relating to farms covered by such contract should be discarded.

5. After all Tenant Schedules have been checked with the county agent's list, those relating to farms covered by the 1934-35 Cotton Reduction Contract must be completed. Information called for under columns 4, 5 and 6 and in question 5 will very likely have to be secured through interviews. If the case history does not give this information, probably the county administrator would be able

to secure it from the individuals in order to add it to information contained in their case histories, without the necessity of an interview by the Agricultural Adjustment Administration representative. If, however, the County Relief Administration is not in a position to secure the information for completing the schedule it will be necessary to have a personal interview with the displaced tenant. Since the county relief office has information as to the present location of such tenants, the administrator may be willing to have the tenants report to the relief office for an interview without the necessity of a visit to each individual's home.

6. After the tenant schedule has been completed the farm schedule should be filled out. It will be necessary to secure this information through a personal interview with the landlord or his manager. The landlord's reasons for the tenant leaving the farm should be covered under "Comments."

7. Instructions for filling out both the Tenant Schedule and the Farm Schedule are given in footnotes on each schedule. In order, however, to insure standardized data for the purpose of making results from one county comparable with those from another, and the results from one State comparable with those from another, a few additional suggestions are offered here:

TENANT SCHEDULE

The procedure will be as follows:

(a) Secure from relief rolls the names and addresses of tenants on relief who farmed in 1933 or 1934, and name and address of the landlords where the tenants lived.

(b) Check with the records in the County Agent's office to determine whether or not such landlord signed the Cotton Reduction Contract for 1934-35.

(c) Eliminate all Schedules of farmers on relief who did not live on a farm in 1933 or 1934 which is now covered by a 1934 and 1935 cotton contract.

(d) Complete the Tenant Schedule from the case history if possible, otherwise, by interviews.

(e) "Number in Family" - Include the head of the family in the count, but do not include children over 21 years of age who do not live with the family under consideration.

(f) Data called for under columns Nos. 4, 5 and 6, is to be secured from the Relief Agency case records if available, and if not, may be secured by personal conferences.

(g) Under "Comments" on the Tenant Schedule are to be recorded tenant's reasons for leaving the farm, and under "Comments" on the Farm Schedule will be recorded the landlord's reasons for the tenant leaving the farm, if that information can be obtained.

8. Summarizations of both the Tenant Schedules and the Farm Schedules are to be made under the guidance of the County Supervisor. These summarizations will follow the headings outlined on sample forms which will also be provided.